

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
December 2, 2016**

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Friday, December 2, 2016 at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Tammy Wyatt, Patricia Allen, and Cheryl VanTuyl. Julia Heflin with the Government & Economic Development Institute of Auburn University (GEDI), Ragan Ingram (Wyndom Galliher) and Stephen Morris (RDS) also attended the meeting.

Chairperson Peterson called the meeting to order at 10:00 am.

BUSINESS CONDUCTED:

OLD BUSINESS

Review previous meeting minutes: *Director Burbage made a motion to approve the minutes of the September 15, 2016 board meeting.* Director Allen seconded the motion. The motion carried 6-0.

The board reviewed draft policy changes pertaining to Act 2016-40 as follows:

Policy 0100 – ALTIST - Creation, Composition duties; *wording change that complaints received on hotline be forwarded to the auditing or collecting firm subject of complaint within 30 days.*

Policy 0106 – Toll free phone for taxpayer complaints; *toll-free hotline message reduced to minimal wording to leave a message up to two minutes.*

Policy 0200 – Conditional Certification Requirements. *Eliminated*

Policy 0300 – Certified Revenue Examiner Program

Policy 0302 – Completion of Program/Certification

Policy 0503 – ALTIST CRE 8-hour Update Course

Policy 0701 – Experience/Education Verification Form

Director Burbage made a motion to approve all but Policy 0106, which should incorporate changes suggested by board. Once changes have been incorporated to Policy 0106, the Policy should be emailed to Board members for review. Director Allen seconded the motion. The motion carried 6-0.

The board reviewed a report of persons in program working toward certification.

NEW BUSINESS

The board reviewed Comptroller charges.

The board reviewed the invoice for Fiscal year 2016. *Board asked GEDI to request a balance history for the last three years and to request the balance as of today.* The invoice was approved for payment.

The board reviewed the FY 2015 Financial Statements.

The board reviewed evaluations from the CRE III course held November 2-4, 2016.

The board discussed potential topics for the CRE continuing education classes, Special Topics classes, Special Issues, and Mandatory Update classes.

The board discussed CRE III exam results. Fifteen percent of the examinees failed the course. Julia explained that the examinees were contacted and were offered to retake the exams prior to December 31.

The board reviewed request for active status for Gary Jones. *Director Keith moved to table the request until 2016 continuing education report is provided.* Director Burbage seconded motion; motion carried 6-0.

The board reviewed applications for CRE as follows:

John Lee Pearce, Revenue Discovery Systems

Cortez Rice, Revenue Discovery Systems

Scott Smith, Jefferson County Revenue Office

Kewanna Thomas, Revenue Discovery Systems

Director Burbage moved to approve all four applications. Director Keith seconded motion and motion carried 6-0.

OTHER BUSINESS

The next board meeting will be Thursday, March 9, 2017 at 10:00 am.

Director Burbage made a motion to adjourn. Director Keith seconded the motion. The motion carried 6-0. Meeting adjourned at 12:25 pm.

Betty Peterson, Chair

Cheryl Van Tuyl, secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
September 15, 2016**

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Thursday, September 15, 2016 at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Linda McKinney, Patricia Allen, and Cheryl VanTuyl. Julia Heflin with the Government & Economic Development Institute of Auburn University (GEDI) and Jim Thomas also attended the meeting.

Chairperson Peterson called the meeting to order.

BUSINESS CONDUCTED:

OLD BUSINESS

It was noted that the date in the first paragraph of the minutes should be corrected to read May 10, 2016. Director McKinney will correct the date and email a corrected copy of the minutes to the board members. *Director Burbage made a motion to approve the minutes of the May 10, 2016 board meeting with the corrections.* Director Keith seconded the motion. The motion carried 6-0.

NEW BUSINESS

The board reviewed questions pertaining to Act 2016-406 asked during the CRE Update Panel Discussion:

- What will constitute “signed and dated written authorization” mean (page 15 (d) of the Act)? It was agreed that the letter could be signed and dated and prepared annually.
- Will an examiner be required to be a CRE in order to review business licenses? It was agreed that the answer is yes and Director Burbage noted that this is a change to the current policy.

The board reviewed the drafts of policy changes required in order to implement Act 2016-406 as follows:

- Draft Policy numbers 0100, 0106, 0300, 0302, 0503, 0701 have changes noted by board. GEDI will make the changes as directed and present the revised policy drafts at the next board meeting for approval.

- Draft Policy 0200 is no longer relevant. *Director Burbage made a motion to eliminate the policy.* Director Peterson seconded the motion. The motion carried 6-0.

The board reviewed Comptroller charges for the last six months. The Comptroller is aware of excess charges arising from the new computer system and will correct.

The board reviewed a list of Business Licenses purchased in 2015. There were 99 licenses purchased.

The board reviewed a report which provided a list of the current certified revenue examiners and their job titles.

The board reviewed evaluations from the courses held May through September.

The board reviewed the agenda for the CRE III course to be held November 2-4.

Director McKinney made a motion to approve inactive status for Paula Mitchell. Director Burbage seconded the motion. The motion carried 6-0.

Director McKinney made a motion to approve certification for Joshua Foshee, Shawn Frey, and Jeremy Lathem. Director Allen seconded the motion. Motion carried 6-0.

Conditional certification applications were presented to the board for review; however by previous vote the board approved the elimination of conditional certification. GEDI will notify the applicants that conditional certification has been eliminated and inform them of the grandfathering rules.

Director McKinney made a motion to approve the request for extension of the two year time limit for Wiley Stoudenmire, Robin Williams, and Darien Satisfield. Director Allen seconded the motion. Motion carried 6-0.

OTHER BUSINESS

Director Burbage moved, based on provisions of Act 2016-406, that anyone having entered the CRE program prior to January 1, 2017 is to be grandfathered into the program. All persons entering the program after January 1, 2017 will be subject to the Act's requirements for certification. Director Allen seconded the motion. The motion carried 6-0.

Director Linda McKinney announced her retirement and that this meeting would be her last to attend. Her replacement will be appointed by the League of Municipalities and will be introduced to the board at the next meeting.

The next board meeting will be Friday, December 2, 2016 at 10:00 am.

Director Burbage made a motion to adjourn. Director Keith seconded the motion. The motion carried 6-0.

Betty Peterson, Chair

Cheryl Van Tuyl for Linda McKinney

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
May 10, 2016**

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Tuesday, May 10, 2016 at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Linda McKinney, Cheryl VanTuyl, and Patricia Allen. Dr. Joe Summers, and Julia Heflin with the Government & Economic Development Institute of Auburn University, Jonathan Gerth, Jim Thomas and Kennon Walthall also attended the meeting.

Chairperson Peterson called the meeting to order.

BUSINESS CONDUCTED:

OLD BUSINESS

Director Keith made a motion to approve the minutes of the December 11, 2015 board meeting. Director Allen seconded the motion. The motion carried 6-0.

Director Keith made a motion to approve CRE status for Joy McKee. Director Allen seconded the motion. The motion carried 6-0.

Director Keith made a motion to deny Deborah Black's appeal requesting her out of the country (Jamaica) governmental experience be approved to satisfy the experience requirement for conditional certification. Director VanTuyl seconded the motion. The motion carried 6-0.

NEW BUSINESS

The board discussed the increased comptroller charges for the collection of the annual Altist annual business license. GEDI reported that Pam Harris has indicated this is being investigated and, if necessary, will be adjusted.

GEDI reported that the MTC class currently has 17 participants registered.

Director Burbage made a motion to approve a change to Policy No. 0305 instituting a \$50 cancellation fee. Director VanTuyl seconded the motion. The motion carried 6-0.

The board discussed holding one session of each of the 8-hour courses being offered by Altist in Prattville in 2017.

Director Keith made a motion to approve CRE status for Scott Elling. Director Allen seconded the motion. The motion carried 6-0.

Director VanTuyl made a motion to deny Mary Alexander and April Hoffman's request for an extension of time to complete the CRE program. Director McKinney seconded the motion. The motion carried 6-0.

Director Keith made a motion to approve Macy Arrington's request for an extension of time to complete the CRE program. Director VanTuyl seconded the motion. The motion carried 6-0.

Director McKinney made a motion to approve Inactive Status for Sandra Aaron. Director Keith seconded the motion. The motion carried 6-0.

GEDI reported that James C. Green, Philip Waxler, Jannie S. Ratliff and Claire Hollingsworth had been placed on suspended status.

GEDI reported that there are currently 90 active CRE's and 42 private examiners.

The board reviewed Jeremy Latham's Evaluation of Conditional Certification.

Director VanTuyl made a motion to increase the registration fee for the 8-hour courses by \$25 and to increase the 20-hour course fees by \$50. Director McKinney seconded the motion. The motion carried 6-0.

Director VanTuyl made a motion to adjourn. Director Allen seconded the motion. The motion carried 6-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
December 11, 2015**

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Friday, December 11, 2015 at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Linda McKinney, Cheryl VanTuyl, and Patricia Allen. Dr. Joe Summers, Jennifer Ryan, and Julia Heflin with the Government & Economic Development Institute of Auburn University and Jonathan Gerth with Revenue Discovery Systems also attended the meeting.

Chairperson Peterson called the meeting to order.

BUSINESS CONDUCTED:

OLD BUSINESS

Director Keith made a motion to approve the minutes of the August 7, 2015 board meeting. Director Allen seconded the motion. The motion carried 6-0.

Director Peterson volunteered to prepare a draft of new Policy #0202 and a revised conditional certification letter for review at the next meeting. Policy #0202 would expand the conditional certification evaluation to include sales/use/rental/lodging taxes (referencing the appropriate Code of Alabama section).

Director Burbage made a motion to approve Inactive Status for Susanne Davis. Director Allen seconded the motion. The motion carried 6-0.

NEW BUSINESS

The board discussed the agenda and instructors for CRE II and potential topics for the 2016 CRE Update, Special Issues and Special Topics courses.

Director VanTuyl made a motion to request the State Comptroller pay the invoice for FY 2015 Appropriation Bills in the amount of \$5,893.08 to Auburn University Government & Economic Development Institute. Director Keith seconded the motion. The motion carried 6-0.

Director Burbage made a motion to approve CRE status for Joan Moffett and Joyce Ann McCrary. Director VanTuyl seconded the motion. The motion carried 6-0.

Director VanTuyl made a motion to table Joy McKee's form pending a review of the original CRE certification from 2005. Director Allen seconded the motion. The motion carried 6-0.

Director Keith made a motion to approve, per Policy #400, a request for extension of the two year time frame to pass CRE IV for RoShonda Moultrie and Areyelle Yarbrough. Director Burbage seconded the motion. The motion carried 6-0.

Director Burbage made a motion to approve Inactive Status for Gary Jones. Director Allen seconded the motion. The motion carried 6-0.

Director Burbage made a motion to deny approval of Deborah Black's out of the country (Jamaica) governmental experience to meet the experience requirement for conditional certification. Director Keith seconded the motion. The motion carried 6-0.

The next board meeting is tentatively scheduled for March 25, 2015 at 10:00 am.

Director VanTuyl made a motion to adjourn. Director Keith seconded the motion. The motion carried 6-0.

Betty Peterson, Chair

Linda McKinney, Secretary

ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
August 7, 2015

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Friday, August 7, 2015 at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, and Cheryl VanTuyl. Julia Heflin with the Center for Governmental Services (CGS) at Auburn University and Jonathan Gerth with Revenue Discovery Systems also attended the meeting.

Chairperson Peterson called the meeting to order.

BUSINESS CONDUCTED:

OLD BUSINESS

Director Burbage made a motion to approve the minutes of the April 30, 2015 board meeting. Director Keith seconded the motion. The motion carried 4-0.

The board reviewed and discussed the 2015-16 proposed schedule of classes; the MTC course was added for May 2-5, 2016. The location for 8/15/2016 CRE Update class was changed to Auburn. Board discussed need for potential trainers for sessions as well opening up MTC course to CPAs and to Louisiana participants.

The board reviewed and discussed comptroller charges for October through December 2014.

NEW BUSINESS

The board reviewed evaluations from May Special Topics classes, May CRE IV class, June CRE Update class, and July Special Issues class.

The board discussed the two year time frame for completion of the four CRE core courses. Policy #0301 states "There will be a requirement of completion of 80 hours of coursework as approved by the ALTIST Board (i.e. four 20-hour tested courses) within two years from the date the first course for the program was offered." Director Peterson pointed out that this requirement is in the original Act.

Julia Heflin presented the FY2013-2014 Financial Statements for CRE. The board discussed the information presented.

The board reviewed requests for inactive status:

- *Director Burbage made a motion to accept inactive status for Debra Evans*; director Keith seconded the motion. The motion carried 4-0.
- *Director Keith made a motion to accept inactive status for Sharon Hunt*; director Burbage seconded the motion. The motion carried 4-0.
- The board agreed that Susanne Davis must make a request for inactive status in order to be considered; request cannot be made by Sharon Hunt.

The board reviewed Experience/Education Verification forms.

- *Director Burbage made a motion to approve Heather Gwynn, Paula Mitchell, Consuela Moore, Stephanie Moore, and LaTosha Kelly*; director Keith seconded the motion.
- *Director Keith made a motion to approve Loren Lucas with the provision that she signs the form*; director Burbage seconded the motion.
- *Director Burbage made a motion to deny approval for Joyce Ann McCrary Coleman and Joan Moffett*; director Keith seconded the motion.
- All motions carried 4-0.

Director Peterson stated that the board would need to make changes to Policy #302 at the next board meeting.

The board reviewed conditional certification applications. *Director Burbage made a motion to approve applications for Brian Cozzone and Shawn Frey*; director Keith seconded the motion. The motion carried 4-0.

The board reviewed evaluations of conditionally certified applicants Michael Grobe, Stephanie Moore, and Areyele Yarbrough. No action was taken.

OTHER BUSINESS

Director Peterson suggested that Policy #0201 be modified to include additional verbiage on the conditional certification letter. (Referencing the pertinent Code of Alabama section), the letter should add “the applicant must demonstrate work experience in sales/use/rental/lodging tax”. In addition, director Peterson suggested that Policy #0202 be added, which would expand the conditional certification evaluation to include sales/use/rental/lodging taxes (referencing the appropriate Code of Alabama section). Director Peterson offered to draft the new policy and the revised conditional certification letter for review at the next board meeting.

Director Keith volunteered to provide an instructor for CRE Course I to be held November 4-6 in Hoover.

The next board meeting will be Thursday, November 12, 2015 at 10:00 am.

Director Burbage made a motion to adjourn. Director Keith seconded the motion. The motion carried 4-0.

Betty Peterson, Chair

Cheryl Van Tuyl for Linda McKinney

ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
April 30, 2015

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Thursday, April 30, 2015 at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Linda McKinney, Cheryl VanTuyl, and Patricia Allen. Dr. Lisa Brantly and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University also attended the meeting.

Chairperson Peterson called the meeting to order.

BUSINESS CONDUCTED:

OLD BUSINESS

Director Keith made a motion to approve the minutes of the February 13, 2015 board meeting. Director Allen seconded the motion. The motion carried 6-0.

NEW BUSINESS

Director VanTuyl made a motion to approve conditional certification for Warren Hudson subject to his obtaining his Supervisor's (Tim Hudson) signature on his application. Director Allen seconded the motion. The motion carried 6-0.

Director McKinney made a motion to approve conditional certification for John Lee Pearce and Kewanna Thomas. Director Allen seconded the motion. The motion carried 6-0.

The board reviewed Consuela Moore's evaluation of Conditionally Certified Applicant.

The next board meeting will be August 7, 2015 at 10:00 am.

Director Allen made a motion to adjourn. Director Keith seconded the motion. The motion carried 6-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
February 13, 2015**

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Friday, February 13, 2015 at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Linda McKinney, Cheryl VanTuyl, and Patricia Allen. Dr. Lisa Brantly and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University and Jonathan Gerth with Revenue Discovery Systems also attended the meeting.

Chairperson Peterson called the meeting to order.

BUSINESS CONDUCTED:

OLD BUSINESS

Director Allen made a motion to approve the minutes of the November 21, 2014 board meeting. Director Burbage seconded the motion. The motion carried 6-0.

The board discussed the Inactive status letter that was sent to Jarrod Simmons after our last meeting. It was decided that the wording in the letter was correct.

Director Keith made a motion to reactivate Gary Jones and place him back on Active status. Director VanTuyl seconded the motion. The motion carried 6-0.

NEW BUSINESS

The board welcomed new board member Cheryl Van Tuyl from the City of Auburn.

Director Keith made a motion to approve CRE status for Gerald Osburn. Director Burbage seconded the motion. The motion carried 6-0.

Director Burbage made a motion to approve Dan Barger's request to suspend his CRE status. Director Allen seconded the motion. The motion carried 6-0.

The board reviewed and discussed the CRE Continuing Education Report. For online classes, participants must submit proof of completion in order to obtain CRE credit for the course. A registration form alone will not be sufficient starting with 2015 CRE hours.

The board asked CGS to write a letter to Sandra Aaron reinforcing the CE requirements.

Director Burbage made a motion to approve Bettye Griggs and Bruce Thompson's requests to make up the balance of their 2014 CE hours in 2015. Director VanTuyt seconded the motion. The motion carried 6-0.

Director Burbage made a motion to place Glendon Day, Warren Maze and Phyllis Steele on Inactive status. Director Allen seconded the motion. The motion carried 6-0.

Director Keith made a motion to table Wayne Black's request to be reactivated pending receipt of additional information regarding documentation of CE hours. Director VanTuyt seconded the motion. The motion carried 6-0.

The next board meeting is tentatively scheduled for Thursday, April 30, at 1:00 pm.

Director Allen made a motion to adjourn. Director Keith seconded the motion. The motion carried 6-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
November 21, 2014**

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Friday, November 21, 2014 at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Linda McKinney, and Patricia Allen. Dr. Lisa Brantly and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University and Keri Calloway with Revenue Discovery Systems also attended the meeting.

Chairperson Peterson called the meeting to order.

BUSINESS CONDUCTED:

OLD BUSINESS

Director Burbage made a motion to approve the minutes of the August 8, 2014 board meeting. Director Keith seconded the motion. The motion carried 5-0.

Director Burbage made a motion to approve the changes to Policy 0302 that clarified the definition of governmental agencies. Director Keith seconded the motion. The motion carried 5-0.

Director Keith made a motion to approve Inactive Status for Jarrod Simmons. Director Burbage seconded the motion. The motion carried 5-0.

NEW BUSINESS

The board welcomed new board member Patricia Allen from the City of Hoover.

Director Burbage made a motion to approve conditional certification for Macy Arrington and Jeremy Lathem. Director McKinney seconded the motion. The motion carried 5-0.

Gary Jones has requested to be moved from Inactive status to Active status. The board asked CGS to notify Mr. Jones that a state license is required pursuant to 40-2A-15 in order to be work independently as a CRE. *Director Burbage made a motion to table Gary Jones's request for reactivation pending obtaining his state license. Director Allen seconded the motion. The motion carried 5-0.*

Director Keith made a motion to approve Inactive status starting in year 2014 for Jerry Argo, Myia Green, and Fred Perdue. Director Burbage seconded the motion. The motion carried 5-0.

Director McKinney made a motion to request the State Comptroller pay the invoice for FY 2014 Appropriation Bills in the amount of \$6,504.17 to Auburn University Center for Governmental Services. Director Burbage seconded the motion. The motion carried 5-0.

The board reviewed and discussed evaluations from the August 1, 2014 and September 5, 2014 Update courses and the November 5-7, 2014 CRE III course.

The next board meeting is tentatively scheduled for Friday, February 13, 2015.

Director Burbage made a motion to adjourn. Director McKinney seconded the motion. The motion carried 5-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
August 8, 2014**

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Friday, August 8, 2014, at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Linda McKinney, and Phyllis Steele. Dr. Lisa Brantly and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University and Keri Calloway with Revenue Discovery Systems also attended the meeting.

Chairperson Peterson called the meeting to order.

BUSINESS CONDUCTED:

OLD BUSINESS

Director Burbage made a motion to approve the minutes of the August 8, 2014 board meeting. Director Steele seconded the motion. The motion carried 5-0.

There was further discussion of the term “governmental experience” in Policy 0302. The board asked CGS to define “governmental experience” as experience obtained while working as an employee of a city, county or state government entity and to define “governmental examining experience” as experience obtained while employed by a city, county, or state government entity. CGS will adjust the current draft for approval at the next board meeting.

NEW BUSINESS

The board reviewed and discussed evaluations from the June 6, 2014 and July 11, 2014 Altist courses.

Director Steele made a motion to table Jarrod Simmon's request for Inactive status until the next board meeting. Director Burbage seconded the motion. The motion carried 5-0.

Director Keith made a motion to approve conditional certification for Erin Ryerson and Joshua Foshee. Director Burbage seconded the motion. The motion carried 5-0.

The board reviewed the supervisor evaluations for Joy McKee, Alyssa Broadhead, and Peggy Jo Michaelis.

Director Phyllis Steele announced her retirement from the City of Pelham effective October 1, 2014 and indicated that she planned to resign from the Altist board.

The board reviewed the proposed Altist training schedule for 2015. The second update class location will be held in Orange Beach, AL. The third update class will be held in Hoover, AL.

The next board meeting is scheduled for Friday, November 17, 2014.

Director Burbage made a motion to adjourn. Director Keith seconded the motion. The motion carried 5-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
May 30, 2014**

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Friday, May 30, 2014, at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Butch Burbage, Kirk Keith, Linda McKinney, and Phyllis Steele. Dr. Lisa Brantly and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University also attended the meeting.

Director Burbage called the meeting to order.

BUSINESS CONDUCTED:

OLD BUSINESS

Director Keith made a motion to approve the minutes of the March 31, 2014 board meeting. Director Steele seconded the motion. The motion carried 4-0.

There was further discussion of the term “governmental experience.” The board will consider further defining “governmental experience” as experience obtained while working as an employee of a city, county or state government entity. The board discussed eliminating the conditional certification requirement but no decision was reached.

The board discussed the fees assessed by the comptroller for collecting the private examiners’ business license fees.

The Board considered conditional certification for Areyelle Yarbrough. *Director McKinney made a motion to approve conditional certification for Areyelle Yarbrough.* Director Keith seconded the motion. The motion carried 4-0.

NEW BUSINESS

The board reviewed and discussed evaluations from the recently held Altist courses.

Director Keith made a motion to reactivate Darrick Williams to CRE status. Director Steele seconded the motion. The motion carried 4-0.

Director Steele made a motion to approve CRE status for Josie Andrews, Alyssa Broadhead, Tanya Baumgarden Cross, Julie Hall, Margaret “Peggy Jo” Michaelis, Zeb Reid, and Henry “Trey” Williford. Director Keith seconded the motion. The motion carried 4-0.

The next board meeting is tentatively scheduled for Friday, August 8, 2014.

Director Burbage made a motion to adjourn. Director Steele seconded the motion. The motion carried 4-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
March 21, 2014**

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Friday, March 21, 2014, at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Linda McKinney, and Phyllis Steele. Dr. Lisa Brantly and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University and Jonathan Gerth, Vice President of Auditing for Revenue Discovery Systems also attended the meeting.

Chairperson Betty Peterson called the meeting to order.

BUSINESS CONDUCTED:

OLD BUSINESS

Director Keith made a motion to approve the minutes of the November 8, 2013 board meeting. Director Steele seconded the motion. The motion carried 5-0.

Director Burbage made a motion to increase Altist course one day fees to \$150 and the 20 hour course fees to \$250. Director Keith seconded the motion. The motion carried 5-0.

The Board considered conditional certification for Stephanie Moore. *Director Steele made a motion to approve conditional certification for Stephanie Moore. Director McKinney seconded the motion. The motion carried 5-0.*

NEW BUSINESS

The board reviewed evaluations from several recently held courses and discussed the findings.

Director Burbage made a motion to deny CRE status to Cindy Blake and asked CGS to inform Mayor Tommy Alexander of the requirements for CRE status. Director Steele seconded the motion. The motion carried 5-0.

Director Steele made a motion to approve CRE status for Lisa McGough. Director Keith seconded the motion. The motion carried 5-0.

Director Keith made a motion to approve conditional certification status for Michael Grobe. Director Steele seconded the motion. The motion carried 5-0.

Director Burbage made a motion to table approval of conditional certification for Areyelle Yarbrough pending receipt of a final transcript. Director McKinney seconded the motion. The motion carried 5-0.

The board reviewed the supervisor evaluations for Tanya Baumgarden and Henry Williford.

Director Steele made a motion to reactivate CRE status for Marlin Allen, Charles Bell, Sonya Breasseale, Debra Evans, Michael Humber, Tanjawanania Hurst, Wesley Moore, Bruce Thompson and Eddie Woodis. Director Burbage seconded the motion. The motion carried 5-0.

Director Steele made a motion to reactivate Gary Jones to conditional certification status. Upon obtaining 40 hours of continuing education in 2014 he will be placed back on active CRE status. Director Burbage seconded the motion. The motion carried 5-0.

Director McKinney made a motion to approve inactive status for Jerry Argo, Myia Green, John Powell, and DeAnna Williams. Director Burbage seconded the motion. The motion carried 5-0.

Director Burbage made a motion to approve Betty Griggs' request to take 16 hours of continuing education in 2014 to fulfill her continuing education requirement for 2013. Director Steele seconded the motion. The motion carried 5-0.

Director McKinney made a motion to notify Sandra Davis that she has two options regarding her inactive status. Ms. Davis can remain on inactive status in 2014 and take 40 hours of CE during 2014 to become active in 2015 or Ms. Davis can take 52 hours of continuing education in 2014 in order to be placed back on active CRE status in 2014 upon completion of the 52 hours of continuing education. Director Burbage seconded the motion. The motion carried 5-0.

The board discussed a question posed by a retired government employee with CRE status as to whether they would need to purchase the annual state/county business license in order to maintain their CRE status. The board referenced Policy 0105 which states that in order to maintain CRE status a state license is required.

The board asked CGS to request further information from Chris King for the CGEI Financial Workshop continuing education course dated January 16-17, 2013. CGS will then submit the information to the education committee for evaluation.

The next board meeting is scheduled for Friday, May 30, 2014.

Director McKinney made a motion to adjourn. Director Burbage seconded the motion. The motion carried 5-0.

Betty Peterson, Chair

Linda McKinney, Secretary

ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
November 8, 2013

The Board of Directors of the Alabama Local Tax Institute of Standards and Training (ALTIST) met on Friday, November 8, 2013, at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Linda McKinney, Pat Hyland and Phyllis Steele. Dr. Lisa Brantly and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University and Jonathan Gerth, Vice President of Auditing for Revenue Discovery Systems were also in attendance.

Chairperson Betty Peterson called the meeting to order.

BUSINESS CONDUCTED:

OLD BUSINESS

Director Steele made a motion to approve the minutes of the August 8, 2013 board meeting. Director Burbage seconded the motion. The motion carried 6-0.

Julia Heflin presented the FY 2012 -2013 Financial Statements, and there was further discussion of the registration fee rates. CGS will review certain items on the statement and make any needed revisions. It will be addressed at a future meeting to see if a rate increase is needed.

There was further discussion on posting the ALTIST Board minutes on the website. Julia Heflin advised she needs the minutes of the June 2012 meeting, and she will then post all minutes starting with January 2012.

NEW BUSINESS

The Board considered conditional certification for Consuela Moore. *Director McKinney made a motion to approve conditional certification for Consuela Moore. Director Hyland seconded the motion. The motion carried 6-0.*

The Board considered conditional certification for Stephanie Moore. *Director McKinney made a motion to request a copy of the college transcript for Ms. Moore's bachelor degree. Director Keith seconded the motion. The motion carried 6-0.*

The Board considered a request from Yolanda Hunter to miss a portion of the 2013 CRE Update course. *Director Keith made a motion to allow Ms. Hunter to substitute an 8 hour CE approved course for the August 9, 2013 update course by December 31, 2013.* Director Steele seconded the motion. The motion carried 6-0.

The Board considered a request from Gary Jones to be returned to active status and provide clarification on the year of reactivation. *Director Steele made a motion for CGS to notify Mr. Jones to write the ALTIST Board Education Committee, by December 31, 2013 requesting reactivation and conditional certification, and explain that he must meet the 2014 CE requirements by December 31, 2014 to become fully certified in 2015, and notify him of the provisions of conditionally certified examiners.* Director Hyland seconded the motion. The motion carried 6-0.

The Board reviewed the evaluations of the five most recently held courses. The Board discussed the need to maintain control of the ALTIST program, have input on the selection of speakers, and what training is currently available to speakers. Julia Heflin advised we need to recruit new speakers, especially city and county personnel.

The Board discussed a request to post a job opening on the ALTIST website. After discussion, it was decided to not post job openings on the website, but to suggest alternate websites such as AMROA, CROAA, and other organizations.

The Board discussed possible topics for the 2014 Update, Special Issues, and Special Topics courses. Lisa Brantly presented an agenda of proposed dates and topics. She also presented a list of suggested topics requested by past class participants.

Director Steele made a motion to request the State Comptroller pay the invoice for FY 2012-2013 Appropriation Bills in the amount of \$6,766.28 to Auburn University Center for Governmental Services. Director Keith seconded the motion. The motion carried 6-0.

Jonathan Gerth, Vice President of Auditing for Revenue Discovery Systems, addressed the Board and asked if a policy could be implemented to regulate an auditor leaving a private auditing company, conducting reverse audits, and then returning to work for a private auditing company. This was discussed by the Board and it was decided that the Board does not have authority to regulate this.

The next meeting is scheduled for Friday, February 21, 2014.

Director McKinney made a motion to adjourn. Director Steele seconded the motion. The motion carried 6-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
August 8, 2013**

The Board of Directors of the Alabama Local Government Institute of Standards and Training (ALTIST) met on Thursday, August 8, 2013, at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Linda McKinney and Phyllis Steele. Dr. Lisa Brantly and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University and Jonathan Gerth, Vice President of Auditing for Revenue Discovery Systems were also in attendance.

Chairperson Betty Peterson called the meeting to order.

BUSINESS CONDUCTED:

UNFINISHED BUSINESS

Director Koon made a motion to approve the minutes of the May 17, 2013 board meeting. Director Burbage seconded the motion. The motion carried 5-0.

Director Burbage made a motion to approve Policy No. 400—Course Examination Failure Policy as amended during the meeting. Director Keith seconded the motion. The motion carried 5-0.

CGS announced that the MTC Statistical Sampling course will be offered in Hoover on February 10-14, 2014 at a special rate of \$895. Class size will be limited to 40 participants.

The board reviewed FY2011-2012 financials and based on the review, no increase in registration fees are needed at this time.

The board reviewed evaluations for the June 14, 2013 CRE Update course and July 12, 2013 Special Update course.

Director Burbage made a motion to post ALTIST approved minutes on the CGS website starting with the January 1, 2012 minutes. Director Koon seconded the motion. The motion carried 5-0.

Director McKinney made a motion to approve CRE status for Cassie Jones Tubbs. Director Koon seconded the motion. The motion carried 5-0.

NEW BUSINESS

The board reviewed the supervisor evaluation forms for Julie Hall and Thomas McMurtrie.

The next board meeting is scheduled for Friday, November 8, 2013.

Director Steele made a motion to adjourn. Director Burbage seconded. The motion carried 5-0.

Betty Peterson, Chair

Linda McKinney, Secretary

ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
May 17, 2013

The Board of Directors of the Alabama Local Government Institute of Standards and Training (ALTIST) met on Friday, May 17, 2013, at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Pat Hyland, Linda McKinney and Phyllis Steele. Dr. Lisa Brantly and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University and Jonathan Gerth, Vice President of Auditing for Revenue Discovery Systems were also in attendance.

Chairperson Betty Peterson called the meeting to order.

BUSINESS CONDUCTED:

UNFINISHED BUSINESS

Director Burbage made a motion to approve the minutes of the February 22, 2013 board meeting. Director Keith seconded the motion. The motion carried 6-0.

Director Keith made a motion to approve Conditional Certification for Clayton Brown and Margaret "Peggy Jo" Michaelis. Director McKinney seconded the motion. The motion carried 6-0.

The board discussed the upcoming agendas for the 2013 Update and Special Issues courses.

The board discussed entering into a Memorandum of Understanding (MOU) with MTC for a reduced registration fee for their Statistical Sampling Course to be held on February 10-14, 2014 in Hoover, AL.

NEW BUSINESS

The board reviewed evaluations for the CRE IV course held on May 1-3, 2013. The pass/fail rate for the May 1, 2013 CRE IV class was 70%.

The board reviewed a draft of changes to Policy No. 0400 and discussed additional revisions to the policy that is needed to address a person who fails the course exam three times. CGS will provide an updated draft incorporating the new revisions at the next board meeting.

Director McKinney made a motion to reactivate Gary Muns and Warren Maze to Active status where they will be conditionally certified until they obtain their continuing education hours for 2013. Director Hyland seconded the motion. The motion carried 6-0.

Director Hyland made a motion to approve CRE status for Vicky Fisher, Laura Headly, and DeAnna Williams and to table Cassie Tubbs pending receipt of additional information. Director Burbage seconded the motion. The motion carried 6-0.

Director Steele made a motion to place Tanjawanania Hurst on Inactive status. Director Hyland seconded the motion. The motion carried 6-0.

Director Burbage made a motion to permit Mike Knighten to obtain 56 hours of continuing education for 2013 in order to maintain his CRE certification. Director Hyland seconded the motion. The motion carried 6-0.

The board reviewed an updated list of current active Private Examiners and those who are being moved to inactive status due to failure to complete educational or licensing requirements.

The board reviewed the supervisor's evaluation form for Donovan Jones.

Director Steele made a motion to approve conditional certification for Joy McKee. Director Hyland seconded the motion. The motion carried 6-0.

The board discussed the need for potential fee increases for the various ALTIST course offerings. CGS will present new fee recommendations at the next board meeting.

The next board meeting will be held on Thursday, August 8, 2013.

Director Steele made a motion to adjourn. Director Burbage seconded. The motion carried 6-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
February 22, 2013**

The Board of Directors of the Alabama Local Government Institute of Standards and Training (ALTIST) met on Friday, February 22, 2013, at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, Linda McKinney and Phyllis Steele. Dr. Lisa Brantly and Leslie Hamby with the Center for Governmental Services (CGS) at Auburn University were also in attendance.

Chairperson Betty Peterson called the meeting to order.

BUSINESS CONDUCTED:

UNFINISHED BUSINESS

Director Burbage made a motion to approve the minutes of the December 13, 2012 board meeting. Director Steele seconded the motion. The motion carried 5-0.

The directors discussed possible changes to the Conditional Certification Letter and whether there should be changes to the two year time limit requirement. The board decided not to proceed with any changes at this time.

Director Burbage volunteered to write a letter to RDS regarding the apparent duplication of statements on the supervisors' written evaluations of their conditionally certified examiners.

CGS is trying to arrange a cheaper registration fee (in the \$400 range) for the MTC Statistical Sampling course.

NEW BUSINESS

Director Keith made a motion to reactivate Susanne Davis, Sharon Hunt, and Dana Long to Active status. Director Burbage seconded the motion. The motion carried 5-0.

Director Burbage made a motion to place Sandra Davis and Gary Muns on Inactive status. Director McKinney seconded the motion. The motion carried 5-0.

Director Burbage made a motion to grant Conditional Certification to Alyssa Broadhead. Director Steele seconded the motion. The motion carried 5-0.

Director Burbage made a motion to deny conditional certification to Margaret “Peggy Jo” Michaelis because of an incomplete application. Director Keith seconded the motion. The motion carried 5-0.

Director Burbage made a motion to deny CRE status to Clayton Brown and to request an official transcript. Director Steele seconded the motion. The motion carried 5-0.

Director Burbage made a motion to approve CRE status for Emily Morris Fincher, Randy Hazel, and Shana Woods. Director Keith seconded the motion. The motion carried 5-0.

Director McKinney made a motion to approve Willie Hallman’s request to substitute the September 2012 Special Issues course for the 3rd offering of the 2012 Update course. Director Steele seconded the motion. The motion carried 5-0.

CGS will contact William Boyd and provide him a copy of the current law requiring an Alabama business license is required. No action was taken on his Continuing Education Form.

Director Steele made a motion to approve the Continuing Education Forms for Michael Brooks, Gerald Dyson, Terri Henderson, and Yolanda Hunter. Director Keith seconded the motion. The motion carried 5-0.

Director Steele made a motion to deny the Continuing Education Forms for Kim Hallman, Sara Phillips, Jay Thomas, and David Wages. Director Keith seconded the motion. The motion carried 5-0.

The next board meeting will be held on Friday May 17.

Director Burbage made a motion to adjourn. Director Steele seconded. The motion carried 5-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
December 13, 2012**

The Board of Directors of the Alabama Local Government Institute of Standards and Training (ALTIST) met on Thursday, December 13, 2012, at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Betty Peterson, Butch Burbage, Kirk Keith, and Phyllis Steele. Dr. Lisa Brantly and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University were also in attendance.

Chairperson Betty Peterson called the meeting to order.

BUSINESS CONDUCTED:

UNFINISHED BUSINESS

Director Burbage made a motion to approve the minutes of the October 16, 2012 board meeting. Director Keith seconded the motion. The motion carried 4-0.

Director Peterson introduced visitor Andrea Hunter with RDS who stayed until the board began the discussion of individuals.

The directors discussed the evaluation of Conditionally Certified Examiners. Dr. Brantly advised it appears the supervisors completing the evaluation forms may be using a template instead of making the evaluation unique to the individual being evaluated. The board discussed possible ways to restructure the form.

Dr. Brantly advised that Dr. James Long is a potential instructor for the CRE IV course, and CGS is meeting with him in January.

The board discussed upcoming CE courses for ALTIST. Dr. Brantly advised she is still reviewing suggested topics and will have more information at the next board meeting.

Director Burbage made a motion to approve the resubmission of the Education/Experience Verification Application for Andrea Ishaku. Director Keith seconded the motion. The motion carried 4-0.

NEW BUSINESS

The board discussed the high failure rate of the exam from CRE III: Understanding Laws & Regulations Governing Local Government Revenue, held November 7-9, 2012.

The board reviewed the detailed information prepared by Dr. Brantly showing the four exam questions most frequently missed. *Director Burbage made a motion to remove the four problem questions (1, 18, 33, and 41) from the test.* Director Keith seconded the motion. The motion carried 4-0.

The board reviewed the course evaluations from CRE III held November 7-9, 2012.

The board discussed the Statistical Sampling for Sales and Use Tax Audits course offered by the Multistate Tax Commission. The Center for Governmental Services will look at the possibility of adding this course to their 2014 schedule and see if the course fee can be lowered.

Director Burbage made a motion to allow CGS to invoice for Appropriation Bills totaling \$12,542.49 – balance of FY 2011 in the amount of \$5,503.62 and FY 2012 in the amount of 7,038.87. Director Steele seconded the motion. The motion carried 4-0.

Director Keith made a motion to allow Sandra Aaron to apply four hours of her 2012 courses to the four hours still needed for 2011 and to reactivate her status. Director Burbage seconded the motion. The motion carried 4-0.

Director Burbage made a motion to reactivate Debbie West to active status. Director Keith seconded the motion. The motion carried 4-0.

Director Burbage made a motion to grant Conditional Certification to James Clay, Casey Gipson, and Henry Williford III. Director Keith seconded the motion. The motion carried 4-0.

CGS will send a letter advising Janine Wiegold that her three years on inactive status goes through 2012, and she will need to fulfill the required hours for 2013 to reactivate.

CGS will send a letter advising Debra Evans that her three years on inactive status goes through 2012, and she will need to fulfill the required hours for 2013 to reactivate.

The board reviewed newly submitted Supervisor Evaluations for Jonathan Cornelius and Laura Headley.

The board continued the discussion on the evaluation form of Conditionally Certified Examiners. RDS is frequently stating on the form that the examiner performed a large number of audits. Director Burbage will send a letter from the ALTIST Board to RDS addressing this issue and ask what they consider as performing an audit.

The board recommended that wording be added to the evaluation form for Conditionally Certified Examiners that requires the supervisor attest to the statements made on the evaluation.

The next ALTIST Board meeting is scheduled for 10:00 a.m. on February 22, 2013.

Director Burbage made a motion to adjourn. Director Steele seconded the motion. The motion carried 4-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
October 16, 2012**

The Board of Directors of the Alabama Local Government Institute of Standards and Training (ALTIST) met on Tuesday, October 16, 2012, at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Butch Burbage, Linda McKinney, Phyllis Steele, Kirk Keith, and Betty Peterson. Dr. Lisa Brantly and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University were also in attendance.

BUSINESS CONDUCTED:

UNFINISHED BUSINESS

Chairwoman Peterson called the meeting to order. *Director Burbage made a motion to approve the minutes of the June 22, 2012 board meeting.* Director Steele seconded the motion. The motion carried 5-0.

Director Steele made a motion to approve conditional certification for Cedric Brown. Director Burbage seconded the motion. The motion carried 5-0.

NEW BUSINESS

The board reviewed the course evaluations and comments for the CRE Update 3rd offering held on August 10, 2012 and the CRE Special Issues Course held on September 21, 2012.

The board asked CGS to notify Willie Hallman that he may substitute another 8 hour course for the 2012 Update Course in order to meet his 2012 continuing education requirements. The substitute course must be approved by the Education Committee and must be taken by December 31, 2012.

Director Burbage made a motion to deny acceptance of the experience verification form for Andrea Ishaku because it does not meet the requirements for signoff—document must be signed by either a CPA or a CRE. Director McKinney seconded the motion. The motion carried 5-0.

Director Burbage made a motion to approve conditional certification for Tanya Baumgarden. Director Keith seconded the motion. The motion carried 5-0.

The board reviewed the annual employer evaluation of Lindsey Miller. The board will send a letter to RDS expressing the board's concern regarding the lack of individual descriptions and the use of templates in RDS' supervisor evaluation responses that are submitted for approval to the board.

The next board meeting is scheduled for Thursday, December 13, 2012.

Director Burbage made a motion to adjourn. Director Keith seconded. The motion was approved 5-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
June 22, 2012**

The Board of Directors of the Alabama Local Government Institute of Standards and Training (ALTIST) met on Friday, June 22, 2012, at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Butch Burbage, Linda McKinney, Phyllis Steele, Kirk Keith, Pat Hyland and Betty Peterson. Dr. Lisa Brantly, and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University and Gwen Hall with the City of Mobile were also in attendance.

BUSINESS CONDUCTED:

UNFINISHED BUSINESS

Chairwoman Peterson called the meeting to order. *Director Burbage made a motion to approve the minutes of the March 2, 2012 board meeting.* Director Steele seconded the motion. The motion carried 6-0.

NEW BUSINESS

The board reviewed the course evaluations for CRE II and CRE Update courses held on May 11, 2012 and June 8, 2012.

Chairwoman Peterson reappointed Butch Burbage and Phyllis Steele to the Altist Education Committee.

The board discussed the proposed CRE schedule for 2013. *Director Steele made a motion to remove the annual Alabama County Government Institute from the list of qualifying continuing education events for the CRE program.* Director Hyland seconded the motion. The motion carried 6-0.

Director Hyland made a motion to approve conditional certification for Julie Hall and Keith Thomas McMurtrie. Director McKinney seconded the motion. The motion carried 6-0.

Director Steele made a motion to approve CRE status for Rachel Brown. Director Keith seconded the motion. The motion carried 6-0.

The board discussed Cedric Brown's request to be reactivated after more than three years under Inactive Status. CGS will send Mr. Brown a copy of Policy #0505 stating that after three years the core courses must be retaken in order to be reinstated to CRE status. CGS will also provide Mr. Brown information on conditional certification status.

The board reviewed Supervisor Evaluations reports for RDS staff Emily Fincher, Randy Hazel, and Cassie Jones.

The next board meeting is scheduled for Tuesday, October 16, 2012.

Director Burbage made a motion to adjourn. Director Keith seconded. The motion was approved 6-0.

Betty Peterson, Chair

Linda McKinney, Secretary

**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING
MINUTES OF BOARD OF DIRECTORS' MEETING
March 2, 2012**

The Board of Directors of the Alabama Local Government Institute of Standards and Training (ALTIST) met on Friday, March 2, 2012, at the Shelby County Services building in Pelham, Alabama. Present at the meeting were board of directors Butch Burbage, Linda McKinney, Phyllis Koon, Kirk Keith, and Betty Peterson. Dr. Lisa Brantly, and Julia Heflin with the Center for Governmental Services (CGS) at Auburn University were also in attendance.

BUSINESS CONDUCTED:

UNFINISHED BUSINESS

Chairwoman Peterson called the meeting to order. *Director Burbage made a motion to approve the minutes of the November 30, 2011 board meeting.* Director Koon seconded the motion. The motion carried 5-0.

The board discussed changing the date for the CRE II course to April 25-27, 2012 because of a scheduling conflict.

Ms. Heflin reported to the board that collections for section 43.1 licenses through year 2010 that have not been transferred to CGS from the Alabama Department of Revenue total \$27,214.03. *Director McKinney made a motion to authorize CGS to invoice the Office of Controller at ADOR for \$27,214.03 with payment to the Center for Governmental Services.* Director Burbage seconded the motion. The motion carried 5-0.

After discussion it was decided that the listing of CRE's on the ALTIST website will only indicate that the certified revenue examiner is current with their continuing education. It will not validate that they have purchased their annual section 43.1 license.

NEW BUSINESS

Director Keith made a motion to approve conditional certification for Donovan Jones. Director Burbage seconded the motion. The motion carried 5-0.

Director McKinney made a motion to approve CRE status for Twyla Jackson and Michael W. O-Stean. Director Koon seconded the motion. The motion carried 5-0.

The board reviewed Supervisor Evaluations reports on Rachel Brown and Shana Woods.

The board reviewed CGS's report on Continuing Education Submissions. CGS will send letters to those not submitting their continuing education for 2011.

Director Burbage made a motion to reactivate Ken Davidson to CRE status. Director Koon seconded the motion. The motion carried 5-0.

Director McKinney made a motion to approve Inactive status for Wayne Black, Sonya Breasseale, Jannie Ratliff, and Debbie West. Director Burbage seconded the motion. The motion carried 5-0.

Director Koon made a motion to reactivate Kim Hillman to CRE status. Director Keith seconded the motion. The motion carried 5-0.

Director Burbage made a motion to deny CRE credit to Sandra Aaron for a course titled "NonProfit Strategies for Selling your Message." Director McKinney seconded the motion. The motion carried 5-0.

The board reviewed the CRE financial statements for fiscal year 2010-2011.

The next board meeting is scheduled for Friday, June 1, 2012.

Director Burbage made a motion to adjourn. Director Koon seconded. The motion was approved 5-0.

Betty Peterson, Chair

Linda McKinney, Secretary